THE REQUEST FOR PROPOSAL PROCESS

1. Project need is identified by agency and the State Procurement Bureau (SPB) procurement officer is contacted for assistance.

2. Agency prepares specifications and contractor requirements using the RFP Template.

3. For information technology (IT) procurements, agency prepares and submits an IT procurement request to the Information Technology Services Division (ITSD).

4. Agency sends requisition and draft Statement of Work (SOW)/RFP to SPB.

5. For IT procurements, agency must obtain IT procurement request, including SOW, approval from ITSD before moving forward.

6. Agency and SPB PO collaborate on final RFP development, including information requests and evaluation criteria.

7. Agency provides SPB with a list of vendors.

8. SPB finals RFP document for agency approval.

9. SPB establishes mailing list.

10. SPB PO issues RFP by posting it on the State's solicitation website. Notice is faxed or mailed out.

11. Pre-proposal conference if required.

12. Question and answer period for offers.

13. The evaluation matrix/scoring guide (based on stated evaluation criteria) is completed prior to PO release of offers to agency.

14. Evaluation committee and SPB PO should meet to discuss proposal review and scoring process.

15. Proposals received, inspected by SPB PO, and distributed to evaluation committee.

16. Evaluation committee meeting(s) are scheduled. Notice of any meetings is posted on the State's solicitation website.

16 a) initial determination of responsiveness

16 b) clarification questions sent out if required

16 c) interviews, demonstrations if required

16 d) best and final offers requested if required

16 e) final evaluation

16 f) completed scoring matrix and committee recommendation submitted to SPB PO for approval

17. A completed SOW for IT procurements must get final approval from ITSD on selection of solution.

18. SPB PO sends out Request for Documents Notice to highest scoring offeror.

19. Agency conducts final negotiation with offeror if required. SPB PO may be involved in contract negotiation process.

20. Contract is reviewed and signed off by SPB PO. IT contracts require Chief Information Officer signature.

21. Contractor and agency signatures are obtained after SPB PO receives required documents from offeror. Signed copy of the contract is sent to SPB.

22. Agency begins contract performance monitoring.